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Application Form

Application for qualification approval

APP-FRM v1.0

Introduction

Providers and Awarding Organisations (AOs) seeking to gain GOC approval of qualifications in:

* Optometry and Dispensing Optics;
* Additional Supply, Supplementary Prescribing and/or Independent Prescribing and/or Independent Prescribing, and;
* Contact Lens

should use this form to apply for qualification approval in accordance with the ‘**Requirements for Approved Qualifications**’ (‘requirements’) in each respective profession.

The requirements are set out for each respective profession in the relevant documents below:

* Requirements for Approved Qualifications in Optometry or Dispensing Optics (1 March 2021);
* Additional Supply (AS), Supplementary Prescribing (SP) and/or Independent Prescribing (IP) (January 2022), and;
* Requirements for Approved Qualifications for Contact Lens Opticians (March 2022)

Please visit the GOC’s [**education and training requirements**](https://optical.org/en/education-and-cpd/education/education-and-training-requirements-from-march-2021/) website page for the latest versions of the requirements and accompanying documentation.

For assistance in completing the application form, please refer to our completion guidance – APP-FRM/CG. This can be found on the GOC’s [**education and training requirements**](https://optical.org/en/education-and-cpd/education/education-and-training-requirements-from-march-2021/) website page.

For all prospective applications, we recommend that you contact the GOC Education Team at [**education@optical.org**](mailto:education@optical.org)before completing or submitting this form.

Sections in this form:

* Section one – Provider / Awarding organisation details
* Section two – Qualification details
* Section three – Application stages and evidence submission
* Section four – Declaration

**Section one** – Provider / Awarding Organisation details

|  |  |
| --- | --- |
| **1.1 Provider / AO** **name** | |
|  | |
| **1.2 Address** |  |
| **1.3 Correspondence address**  *(Only if this differs from the above address)* |  |

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| --- | --- |
| **1.4 Name of first point of contact** *(including professional title)* | |
|  | |
| **1.5 Job title** | |
|  | |
| **1.6 Email address**  *This email address will automatically be given access to the adaptation SharePoint folder.* | |
|  | |
| **1.7 Telephone/mobile** |  |
| **1.8 Address** *(if different from above)* |  |

|  |  |
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| **1.9 Additional contacts**  *(Please add/remove additional boxes as required)* | |
| **1.10 Name** *(including professional title)* | |
|  | |
| **1.11 Job title** | |
|  | |
| **1.12 Email address** |  |
| **1.13 Should this colleague be given access to your adaptation SharePoint folder?** | Yes  No |
| **1.14 Telephone/mobile** |  |

**Section two** – Qualification details

|  |  |
| --- | --- |
| **2.1 Proposed qualification title** |  |
| **2.2 Profession/s** | ​​☐​ Optometry  ​​☐​ Dispensing Optics  ​​☐​ Additional Supply, Supplementary Prescribing and Independent Prescribing  ​​☐​ Contact Lens |
| **2.3 Does this submission incorporate more than one GOC approved qualification?** | Yes  No |

|  |  |  |
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| **2.4 Qualification level** | | |
| **Profession** | **Level** | **Regional Framework** |
| **Optometry** |  |  |
| **Dispensing Optics** |  |  |
| **Additional Supply, Supplementary Prescribing and Independent Prescribing** |  |  |
| **Contact Lens** |  |  |

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| **2.5 What type of provider/ AO do you expect to become?** | |
| **2.5a Provider** |  |
| **2.5b Awarding Organisation (AO)** |  |
| **2.5d Partner with another organisation** |  |
| **If you are partnering with another organisation, please provide details of any partnership or consortia arrangements.** | |
|  | |

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| **2.6 Stage** *(please indicate)* | | |
| Stage one | Initial proposal for the proposed qualification |  |
| Stage two | Qualification design and resourcing |  |
| Stage three | Readiness to recruit as an approved training establishment |  |
| Stage four | To be repeated each year until first cohort graduates |  |
| Stage five | First graduating cohort |  |

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| **2.7 Significant milestones** | | |
| **Relevant date(s) of internal (provider) validation/approval to proceed.**  *(if applicable)* | **Additional notes** | **GOC approval required** |
|  | Yes  No |
| **Date** |
|  |
| **Proposed date from which the qualification will be listed on the provider’s prospectus.**  *(if applicable)* | **Additional notes** | **GOC approval required** |
|  | Yes  No |
| **Date** |
|  |
| **If you intend to transfer existing students/trainees onto the new qualification, date by which you will confirm transfer to affected trainees/cohorts?**  *(if applicable)* | **Additional notes** | **GOC approval required** |
|  | Yes  No |
| **Date** |
|  |
| **Proposed date from which you intend to make offers to prospective students/trainees.** | **Additional notes** | **GOC approval required** |
|  | Yes  No |
| **Date** |
|  |
| **Proposed date from which you will confirm student/trainee admissions.** | **Additional notes** | **GOC approval required** |
|  | Yes  No |
| **Date** |
|  |
| **Proposed date/academic year the first cohort will commence.** | **Additional notes** | **GOC approval required** |
|  | Yes  No |
| **Date** |
|  |
| **Please list any other relevant dates/dependencies which may impact upon your ability to meet the timetable outlined above.** | **Additional notes** | **GOC approval required** |
|  | Yes  No |
| **Date** |
|  |

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| **2.8 For Awarding Organisations only**  *(Please add/remove additional boxes as required)* | |
| **Centre name** |  |
| Centre address |  |
| Centre main contact name |  |
| Centre main contact email address |  |

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| **2.9 For providers with multiple campuses or satellite sites only**  *(Please add/remove additional boxes as required)* | |
| **Campus name** |  |
| **Campus address** |  |
| **Campus main contact name**  *(If different to 1.3)* |  |
| **Centre main contact email address**  *(If different to 1.5)* |  |

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| **2.10 Planned cohort information** | |
| **Number of cohorts per academic year**  *(if applicable)* |  |
| **Maximum total number of students per cohort**  *(if applicable)* |  |
| **Date of entry per cohort**  *(if applicable)* |  |
| **Total max. duration of the course**  *(in months, if applicable)* |  |

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| **2.11 Key risks relating to the qualification application** |
| **Risk register attached: Yes  No** |
| **If yes, filename/annex/ref no:** |

|  |  |
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| **If no risk register attached, please provide details of any risks identified.**  *(Please add/remove additional tables as required)* | |
| Impact |  |
| Controls |  |
| Mitigation |  |
| Does this relate to a specific standard? |  |

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| **2.12 Proposed contingency plans** |
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**Section three** – Application stages and evidence submission

Our risk-based staged approach for considering applications for new qualification approval is outlined in ‘**Section 3:** **Quality Assurance and Enhancement Method’ of our requirements**. At each stage providers working towards GOC qualification approval should use the relevant submission templates as set out in this section (relevant templates can be found in the **Templates Library**), to record and submit evidence to demonstrate how a qualification meets, or intends to meet, the relevant parts of the **Standards for Approved Qualifications** and **Outcomes for Registration** for your stage of application.

The requirements are set out for each respective profession in the relevant documents below:

* [**Requirements for Approved Qualifications in Optometry or Dispensing Optics (1 March 2021)**](https://optical.org/en/publications/qualifications-in-optometry-or-dispensing-optics/):
* [**Additional Supply (AS), Supplementary Prescribing (SP) and/or Independent Prescribing (IP) (January 2022)**](https://optical.org/en/publications/qualifications-in-additional-supply-as-supplementary-prescribing-sp-and-or-independent-prescribing-ip-categories/)**,** and;
* [**Requirements for Approved Qualifications for Contact Lens Opticians (March 2022)**](https://optical.org/en/publications/qualifications-for-contact-lens-opticians/)

You may find that some documents or templates remain relatively unchanged at each stage, or a submission may simply build upon that submitted at a previous stage. If that is the case, you do not need to submit newly completed templates at each stage, simply signpost to any relevant documents that were previously submitted and/or highlight where any changes have been made.

For assistance in completing the application stages, please refer to our completion guidance. This can be found on the GOC’s [**education and training requirements**](https://optical.org/en/education-and-cpd/education/education-and-training-requirements-from-march-2021/) website page.

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| **3.1 Stage one: Initial proposal for the proposed qualification** |
| This stage will explore the strategic intent for the proposed qualification, the rationale for its design, its proposed approach to integration and resourcing, the provider’s corporate form and management, and how the views of stakeholders, including patients, service-users, employers, commissioners, and the public will inform the development, teaching, and assessment of the proposed qualification,  the draft business case and an outline of the investment necessary to ensure its success, and identification of key risks.  The evidence to support stage one will normally be a written submission using the templates listed below, based on the evidence framework, and supported by a meeting with the GOC Education Team (at our offices or virtually) if necessary.  Stage one may be repeated, particularly for applications stratified as medium or higher risk, until there is confidence the outcomes and standards are on course to be met and the provider is ready to move on to stage two.  Please use the following templates from the **Template Library** to record and submit evidence to demonstrate how your qualification will meet, or intend to meet, relevant sections of the **Standards for Approved Qualifications** and **Outcomes for Registration**.  For further assistance, please refer to the [**guidance document**](https://optical.org/en/education-and-cpd/education/education-and-training-requirements-from-march-2021/). |

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|  | **Optometry and Dispensing Optics** | **Additional Supply, Supplementary Prescribing and Independent Prescribing** | **Contact Lens** |
| **Template 1 – Introduction to Qualification**  **Introduction** (Standards for Approved Qualifications) | **ü** | **ü** | **ü** |
| The introduction should include the strategic intent, rationale for design and business case. | | |
| **Template 2 – Criteria Narrative**  **Provider’s narrative for criteria** (Standards for Approved Qualifications) | **ü** | **ü** | **ü** |
| **Please note: Evidence is only required against the standards listed here:** | | |
| **S3.14, S3.15, S3.16** (proposed approach to integration)  **S4.1, S4.2, S4.4, S4.5** (provider’s proposed corporate form and management)  **S3.4, S3.17** (how the views of stakeholders will inform the development of the proposed qualification)  **S4.13** (identification of key risks)  **S5.1, S5.2** (proposed resourcing) | **S3.11, S3.12, S3.13** (proposed approach to integration)  **S4.2, S4.3** (proposed corporate form and management)  **S3.3, S3.14, S3.15** (how the views of stakeholders and Education Diversity and Inclusion (EDI) will inform the development of the proposed qualification)  **S4.11** (identification of key risks)  **S5.1, S5.2** (proposed resourcing) | **S3.10, S3.11, S3.14** (proposed approach to integration)  **S4.1, S4.3** (proposed corporate form and management)  **S3.4, S3.12, S3.13** (how the views of stakeholders and Education Diversity and Inclusion (EDI) will inform the development of the proposed qualification)  **S4.12** (identification of key risks)  **S5.1, S5.2** (proposed resourcing) |
| **Template 3 – Qualification diagram** | û | û | û |
| **Template 4 – Assessment Strategy** | û | û | û |
| **Template 5 – Module Outcome Map** | û | û | û |
| **Template 6 – Outcomes Narrative** | û | û | û |
| **Template 7 – List of Supplementary Documentation** | **ü** | **ü** | **ü** |
| **Template 8 – Mapping to Indicative Guidance** | û | û | û |

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| **3.2 Stage two: Qualification design and resourcing** |
| Stage two will examine the proposed qualification design and its resourcing in more depth (including, for applications stratified as medium or higher risk, investment in key appointments and infrastructure made between stage one and stage two).  This stage will consider the business case, investment and proposed pedagogic approach, the development of learning, teaching and assessment strategies, the involvement of patients, service-users, employers, commissioners and the public in qualification design, delivery and assessment, and preparedness for delivery for the first cohort of trainees.  By the end of stage two all arrangements with partners (if required) will be in place, as will the investment necessary to ensure the qualification’s successful implementation.  Stage two may be repeated, particularly for applications stratified as medium or higher risk, until there is confidence the outcomes and standards are on course to be met and the provider is ready to move on to stage three.  Please use the following templates from the **Template Library** to record and submit evidence to demonstrate how your qualification will meet, or intend to meet, relevant sections of the **Standards for Approved Qualifications** and **Outcomes for Registration**.  For further assistance, please refer to the [**guidance document**](https://optical.org/en/education-and-cpd/education/education-and-training-requirements-from-march-2021/). |

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|  | **Optometry and Dispensing Optics** | **Additional Supply, Supplementary Prescribing and Independent Prescribing** | **Contact Lens** |
| **Template 1 – Introduction to Qualification**  (Standards for Approved Qualifications): | **ü** | **ü** | **ü** |
| The introduction should include the strategic intent, rationale for design and business case. | | |
| **Template 2 – Criteria Narrative**  **Provider’s narrative for criteria** (Standards for Approved Qualifications) | **ü** | **ü** | **ü** |
| **Please note: Evidence is only required against the standards listed here:** | | |
| **S3.4, S3.17, S3.19** (proposed qualification design)  **S3.1 to S3.8, S3.13, S3.14, S16** (proposed pedagogic approach, learning, teaching, and assessment strategies)  **S3.4, S17, S4.11** (how the views of stakeholders, will inform teaching and assessment)  **S4.13** (identification of key risks)  **S5.1, S5.2, S5.4** (proposed resourcing, including investment in key appointments and infrastructure) | **S3.3, S3.14, S3.15** (proposed qualification design)  **S3.1-3.7, S3.11, S3.13** (proposed pedagogic approach, learning, teaching, and assessment strategies)  **S3.3, S3.14, S4.9** (how the views of the stakeholders will inform teaching and assessment)  **S4.11** (identification of key risks)  **S5.1, S5.2, S5.4** (proposed resourcing, including investment in key appointments and infrastructure) | **S3.3, S3.14, S3.15** (proposed qualification design)  **S3.1-3.7, S3.11, S3.13** (proposed pedagogic approach, learning, teaching, and assessment strategies)  **S3.3, S3.14, S4.9** (how the views of the stakeholders will inform teaching and assessment)  **S4.11** (identification of key risks)  **S5.1, S5.2, S5.4** (proposed resourcing, including investment in key appointments and infrastructure) |
| **Template 3 – Qualification diagram**  (Outcomes for Registration) | **ü** | **ü** | **ü** |
| **Template 4 – Assessment Strategy**  (Outcomes for Registration) | **ü** | **ü** | **ü** |
| **Please note: this can be a first draft** | | |
| **Template 5 – Module Outcome Map**  (Outcomes for Registration) | **ü** | **ü** | **ü** |
| **Please note: this can be a first draft** | | |
| **Template 6 – Outcomes Narrative** | û | û | û |
| **Template 7 – List of Supplementary Documentation** | **ü** | **ü** | **ü** |
| **Template 8 – Mapping to Indicative Guidance** | û | û | û |

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| **3.3 Stage three: Readiness to recruit as an “approved training establishment”** |
| The purpose of stage three will be to assess the readiness of the provider to begin recruiting students as an ‘approved training establishment’ under section 8A(2) of the Act.  The focus will be on detailed curriculum and assessment design, approach to recruitment and selection of students and preparedness to commence  delivery of the approved qualification. Stage three will confirm that the resourcing of the qualification, as described in stages one and two, is in place (including, for applications stratified as medium or higher risk, investment in key appointments and infrastructure made between stages two and three).  By stage three the provider will also be expected to evidence good progress in implementing plans approved at stage two.  As stage three represents a higher risk to GOC in terms of its decision-making, the evidence to support stage three will normally be a written submission, based on the evidence framework and an on-site (or virtual) visit based on the format of a periodic review. The specification of the periodic review required will be informed by the qualification’s risk profile.  Stage three may be repeated, particularly for applications stratified as medium or higher risk, until there is confidence the outcomes and standards are likely to be met and the provider is ready to move onto stage four. The output of stage three will be permission to commence recruiting students to the new qualification as an ‘approved training establishment’ under section 8A(2) of the Act.  Please use the following templates from the **Template Library** to record and submit evidence to demonstrate how your qualification will meet, or intend to meet, relevant sections of the **Standards for Approved Qualifications** and **Outcomes for Registration**.  For further assistance, please refer to the [**guidance document**](https://optical.org/en/education-and-cpd/education/education-and-training-requirements-from-march-2021/). |

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|  | **Optometry and Dispensing Optics** | **Additional Supply, Supplementary Prescribing and Independent Prescribing** | **Contact Lens** |
| **Template 1 – Introduction to Qualification**  **Introduction** (Standards for Approved Qualifications)in full, | **ü** | **ü** | **ü** |
| This should a full introduction and should include a report on progress since stage twoand preparedness for recruitment of the first cohort of students. | | |
| **Template 2 – Criteria Narrative**  **Provider’s narrative for criteria**; full narrative for all criteria (Standards for Approved Qualifications) | **ü** | **ü** | **ü** |
| **Template 3 – Qualification diagram**  **Qualification diagram** (Outcomes for Registration) | **ü** | **ü** | **ü** |
| **Template 4 – Assessment Strategy**  **Assessment strategy** (Outcomes for Registration) | **ü** | **ü** | **ü** |
| **Template 5 – Module Outcome Map**  **Module/outcome map** (Outcomes for Registration) | **ü** | **ü** | **ü** |
| Confirmed for first year; draft for all further years. | | |
| **Template 6 – Outcomes Narrative** | û | û | û |
| **Template 7 – List of Supplementary Documentation** | **ü** | **ü** | **ü** |
| **Template 8 – Mapping to Indicative Guidance** | **ü** | û | û |

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| **3.4 Stage Four: Stage four (a, b, c, etc.): To be repeated each year until first cohort graduates** |
| Stage four is repeated each year until the first cohort of students, or students migrated across into the programme, reach the final year’s study.  The focus of stage four is on the delivery and assessment of the qualification, including its staffing, resourcing and infrastructure, risk mitigation and progress in implementing plans approved at stage three, alongside preparedness for the delivery for the next, and most importantly, final, academic year. At stage four patient, service-user, employer, commissioner and public engagement in qualification delivery, assessment and review is expected, along with evidence of an increasing volume of inter-professional learning and patient-facing learning and experience as students progress through the qualification.  At each stage four (a, b, c, etc.) the provider’s preparedness for, and implementation of, its plan for the integration of patient-facing learning and experience will be examined, as well as its reflections on implementing plans approved at stages two and three, and any changes it proposes to make to the qualification as a result of student and stakeholder feedback.  Please use the following templates from the **Template Library** to record and submit evidence to demonstrate how your qualification will meet, or intend to meet, relevant sections of the **Standards for Approved Qualifications** and **Outcomes for Registration**.  For further assistance, please refer to the [**guidance document**](https://optical.org/en/education-and-cpd/education/education-and-training-requirements-from-march-2021/). |

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|  | | **Optometry and Dispensing Optics** | **Additional Supply, Supplementary Prescribing and Independent Prescribing** | **Contact Lens** |
| **Template 1 – Introduction to Qualification**  **Introduction** (Standards for Approved Qualifications) | | **ü** | **ü** | **ü** |
|  | The introduction should include a report on progress since the previous stage and preparedness for next academic year / cohort. | | | |
| **Template 2 – Criteria Narrative**  **Provider’s narrative for criteria** (Standards for Approved Qualifications) | | **ü** | **ü** | **ü** |
|  | This should include a full narrative for all criteria. | | | |
| **Template 3 – Qualification diagram**  **Qualification diagram** (Outcomes for Registration) | | **ü** | **ü** | **ü** |
| **Template 4 – Assessment Strategy**  **Assessment strategy** (Outcomes for Registration) | | **ü** | **ü** | **ü** |
| **Template 5 – Module Outcome Map**  **Module/outcome map** (Outcomes for Registration) | | **ü** | **ü** | **ü** |
|  | This should be confirmed for forthcoming year; draft for all further years. | | | |
| **Template 6 – Outcomes Narrative** | | û | û | û |
| **Template 7 – List of Supplementary Documentation** | | **ü** | **ü** | **ü** |
| **Template 8 – Mapping to Indicative Guidance** | | **ü** | û | û |

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| **3.5 Stage Five: First graduating cohort** |
| Stage five considers a qualification’s ability to evidence their meeting of the outcomes and standards at the point of the final graduating cohort. It is the final stage of the process and takes place in the academic year in which the first cohort of students, or students migrated across into the programme, reach their final year of study.  The evidence to support stage five will normally be a written submission based on the evidence framework, alongside a periodic review and our attendance at the provider’s final examination board (or equivalent).  The specification for the periodic review will be based on the evidence framework and the risk stratification of the qualification, which includes factors such as, but not limited to: the results of stages one to four, discharge of previously applied conditions and/or any serious concerns reviews and will include a sample-based review of the outcomes.  The prime purpose of a stage five periodic review is assurance, i.e., whether the outcomes and standards are met. Depending on whether the application is stratified as lower, medium or higher risk, the periodic review may be desk-based, involve an on-site visit or visits, and/or physical or virtual meetings.  Please use the following templates from the **Template Library** to record and submit evidence to demonstrate how your qualification will meet, or intend to meet, relevant sections of the **Standards for Approved Qualifications** and **Outcomes for Registration**.  For further assistance, please refer to the [**guidance document**](https://optical.org/en/education-and-cpd/education/education-and-training-requirements-from-march-2021/). |

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|  | **Optometry and Dispensing Optics** | **Additional Supply, Supplementary Prescribing and Independent Prescribing** | **Contact Lens** |
| **Template 1 – Introduction to Qualification**  **Introduction** (Standards for Approved Qualifications) | **ü** | **ü** | **ü** |
|  | This should be completed in full. | | |
| **Template 2 – Criteria Narrative**  **Provider’s narrative for criteria** (Standards for Approved Qualifications) | **ü** | **ü** | **ü** |
|  | This should include full narrative for all criteria. | | |
| **Template 3 – Qualification diagram**  **Qualification diagram** (Outcomes for Registration) | **ü** | **ü** | **ü** |
| **Template 4 – Assessment Strategy**  **Assessment strategy** (Outcomes for Registration) | **ü** | **ü** | **ü** |
| **Template 5 – Module Outcome Map**  **Module/outcome map** (Outcomes for Registration) | **ü** | **ü** | **ü** |
|  | This should be completed in full for all years. | | |
| **Template 6 – Outcomes Narrative**  **Outcomes narrative** (Outcomes for Registration) | **ü** | **ü** | **ü** |
|  | This should be completed in full for all outcomes. | | |
| **Template 7 – List of Supplementary Documentation**  **List of Supplementary Documentation / Appendices** | **ü** | **ü** | **ü** |
| **Template 8 – Mapping to Indicative Guidance** | **ü** | û | û |

**Section four** – Declaration

Please tell us about the person with overall responsibility for the qualification who has authority to authorise the submission of this form (this may be different to the main point of contact listed in **section one**).

|  |  |
| --- | --- |
| **4.1 Name of responsible person (including professional title)** | |
|  | |
| **4.2 Job title** | |
|  | |
| **4.3 Email** |  |
| **4.4 Telephone/mobile** |  |
| **4.5 Address** |  |

|  |  |
| --- | --- |
| **4.6 Date of submission** |  |
| **By signing this form, you declare that the GOC’s Requirements for Approved Qualifications will be met based on the plans outlined in this form and commit to engage with the GOC’s quality assurance processes.** | |
| *Sign here* | |